



THE CITY OF ONTARIO INVITES APPLICATIONS FOR THE POSITION OF

EMS/NURSE ADMINISTRATOR

\$5,946- \$7,228 PER MONTH

PLUS EXCELLENT BENEFITS

APPLY BY: FRIDAY, SEPTEMBER 15, 2006, AT 5:00 P.M.



THE POSITION

The City of Ontario, one of the fastest growing cities in the Inland Empire, is seeking a highly motivated person for this newly created opportunity for an experienced medical professional to administer the City's Emergency Medical Services (EMS) programs. This position coordinates and schedules Paramedic and other medical training, including quality improvement, continuous education, infection control, and other related programs.

Examples of essential job functions may include:

- Advises the Fire Department in planning and delivery of EMS.
- Develops, implements, administers, and evaluates EMS programs.
- Maintains and implements the continuous quality improvement program; evaluates and analyzes EMS needs, trends, and system effectiveness and makes recommendations for improvement.
- Serves as the designated Infection Control Officer and coordinates with hospitals to obtain follow-up data; assists Fire personnel with exposure management plan of care.
- Serves as the program coordinator for the Continuing Educations (CE) provider program; maintains required education files to insure CE provider status; develops evaluations and tests for continuing education activities as required by state and local regulations.
- Liaisons with state and local regulatory agencies, base hospital personnel, paramedic training institutes, the general public, and other agencies/individuals regarding EMS programs.
- Conducts periodic needs assessments of the EMS program to assist in curriculum planning and development
- Conducts periodic needs assessments of the EMS program to assist in curriculum planning and development for EMS training and continuing education for Emergency Medical Dispatch, EMT-1, and EMT-Paramedic personnel; coordinates skills maintenance program, and identifies advanced life support and basic life support training needs by performing evaluations in classroom, clinical, and field settings.
- Participates in direct observation of field responses, including review of emergency rescue reports to provide feedback to EMS personnel.
- Assists in the development of policies and procedures as it relates to minimizing risk and optimizing patient care.
- Collaborates with the assigned Paramedic Coordinator and Fire Department personnel on matters pertaining to medical and quality of patient care issues, acquisition, environmental requirements, and home owner relocation.

- Manages EMS program training budget.
- Monitors and ensures continuing education, certification and licensure requirements are current for EMT-1 and EMT Paramedic personnel.

QUALIFICATION GUIDELINES

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Example combinations are listed below:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with coursework in Nursing, Public Administration, Healthcare Administration, Education, or closely related field.

Experience: Five years experience in performing emergency medical service duties in the pre-hospital care environment.

License: Licensed Registered Nurse in the State of California. Valid Class "C" CA driver license. Acceptable driving record at the time of appointment and throughout employment.

Certifications: Valid Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) Instructor certification from the American Heart Association. Valid Pediatric Life Support (PALS) Instructor certification from the American Heart Association within six months of date of appointment or other designated time frame as determined by management.

Desirable: Previous work experience as a Mobile Intensive Care Nurse, EMT- Paramedic, Pre-Hospital Care Instructor/Program Director, or Base Hospital Coordinator.

THE COMMUNITY

Established in 1891 as a Model Colony, the City of Ontario was one of California's first planned communities. Today, the City is known as the "Gateway to Southern California" and is at the center of it all! Ontario has retained the charm and warmth of a small town while providing big city resources and services.

An 8,200 acre/13 square mile New Model Colony is planned as an upscale residential development where homes and pathways are in close proximity to parks, retail centers, health facilities, and schools. Ultimately, the New Model Colony provides Ontario the opportunity to define its future with new, state-of-the-art neighborhoods possibly making Ontario the largest City in San Bernardino County. Construction of the first phase of residential development in the New Model Colony is slated to begin mid-2006 with the first occupancies anticipated July 2007.

COMPENSATION & BENEFITS

- ♦ **\$5,946- \$7,228 Per Month**
- ♦ Medical Insurance – up to \$725 per month toward family coverage; 4 plan choices
- ♦ Dental Insurance – City-paid employee & dependent premium; 2 plan choices
- ♦ Vision Insurance – City-paid employee & dependent premium
- ♦ Short & Long-Term Disability Insurance
- ♦ Life Insurance – \$46,000
- ♦ Accidental Death & Dismemberment – \$49,000
- ♦ Deferred Compensation Program (457 Plan)– City contribution of \$200 per month
- ♦ Section 125 Flexible Spending Account
- ♦ Public Employees Retirement System (PERS)– 2% @ 55; 7% contribution amount paid by the City
- ♦ 6.2% to Social Security with equal match by the employee
- ♦ Annual Leave – 192 hours accrued in first year
- ♦ 13 Holidays
- ♦ Management Leave – 40 hours annually
- ♦ Credit Union
- ♦ Employee Assistance Program

APPLICATION PROCESS

A City of Ontario employment application must be received by the filing deadline. Postmarked applications will not be accepted. Application materials may be obtained at City Hall, 303 East B Street, Ontario, CA 91764, by calling (909) 395-2442, or by downloading from our website at www.ci.ontario.ca.us. Completed applications may be returned in person, by mail, or by fax at (909) 395-2072.

Note: Resumes alone will not be accepted in lieu of an official City application.

GENERAL PROCESS

All applications received by the filing deadline will be screened. Those candidates selected as best meeting the needs of the City will be invited to continue in the selection process.

- ♦ Candidates who successfully complete all phases of the selection process will be placed on an eligibility list. Current and future vacancies will be filled from this list. Lists typically last for 12 months but may be extended or abolished based upon the needs of the City.
- ♦ The City encourages application from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who require a reasonable accommodation to participate in any phase of the selection process must make such a request during the application process. Applicants with disabilities that affect sensory, manual, or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such a need.
- ♦ All potential employees are required to pass a fingerprint review and a pre-employment physical examination prior to appointment.
- ♦ The City supports a Drug-Free Workplace. The pre-employment physical includes a drug screen.
- ♦ Successful candidates shall be required to complete a verification form designated by the Department of Homeland Security United States Citizenship and Immigration Services that certified they are eligible for employment in the United States of America.
- ♦ All City employees are required to sign a loyalty oath in accordance with California Government Code Section 3100.
- ♦ The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.
- ♦ If applicable, official college transcripts will be required prior to receiving an offer of employment.
- ♦ The City of Ontario is an Equal Opportunity Employer.



City of Ontario
Human Resources Department
303 East B Street
Ontario, CA 91764
(909) 395-2442
[**www.ci.ontario.ca.us**](http://www.ci.ontario.ca.us)
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